

Appendix 7

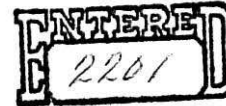
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HUMAN SERVICES



Youth Services Administration

September 25, 2003

Charles C. Maddox, Esq.
Inspector General
Office of the Inspector General
717 14th Street, NW
Washington, DC 20005



2003 SEP 27 AM 9:52

Dear Mr. Maddox:

The following is in response to the Management Alert Report (MAR 03-I-006) dated September 11, 2003 which informed me, as Acting Administrator, of significant issues that came to your attention as a result of an inspection of the Department of Human Services, Youth Services Administration (YSA). After reviewing the report, I concur with the observations and recommendations. Therefore, the following corrective action plan will be put in place immediately in order to correct these deficiencies:

1. The YSA Acting Administrator will replace all the YSA vehicles as it has been assessed by the mechanic that none of these vehicles will pass inspection.

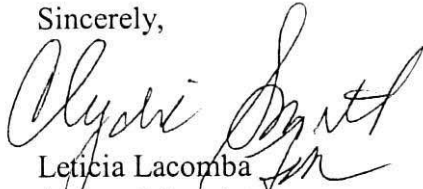
Time Frame – 60 days

2. The YSA Acting Administrator will ensure that once all vehicles have been replaced, the YSA motor pool supervisor will monitor compliance with the semi-annual preventive maintenance checks as well as with the inspection required by District Municipal Regulations.
3. YSA and the Department of Public Works (DPW) have agreed to one full time mechanic to be assigned to YSA.
4. The YSA Acting Administrator has instructed management that prior to the issuance of a government vehicle to any YSA employee, the Motor Vehicle Supervisor will ensure that the employee have a valid state drivers license and a government motor vehicle identification card.

MAR Response to Charles Maddox
September 25, 2003
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If you have any questions or require additional information, please contact me at (240) 456-5000.

Sincerely,



Leticia Lacomba
Acting Administrator

Cc: Herbert Tillery, Interim City Administrator, Office of the City Administrator
Carolyn Graham, Deputy Mayor for Children, Youth, Families and Elders
Yvonne Gilchrist, Acting Director, Department of Human Services
Vanessa Chappell-Lee, Acting Deputy Director for Program, Department of
Human Services